

# ECF REPORTS MENU

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# Case Report

The *Cases* Report displays Cases Filed, Entered, Discharged, Dismissed, Closed and Converted.

**STEP 1** Select **Reports** from Main Menu, click on **Cases** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report and how the report should be sorted.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]*

The screenshot shows the 'Cases Report' selection criteria screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout. The main content area is yellow and contains the following fields and options:

- Office:** Dropdown menu with 'Butte' selected.
- Case Type:** Dropdown menu with 'ap' selected.
- Trustee:** Dropdown menu with 'BLOW, JOE' and 'DESCHENES, GARY S' selected.
- Chapter:** Dropdown menu with '7' and '9' selected.
- Filed:** Date range '12/11/2002 to 12/13/2002'.
- Entered:** Empty date field.
- Discharged:** Empty date field.
- Dismissed:** Empty date field.
- Closed:** Empty date field.
- Converted:** Empty date field.
- Terminal digit(s):** Text box containing '2, 4, 7'.
- Open cases:** Checked checkbox.
- Closed cases:** Unchecked checkbox.
- Party information:** Unchecked checkbox.
- Sort by:** Dropdown menu with 'Filed Date' selected.
- Run Report:** Button.
- Clear:** Button.

Search Criteria fields include:



- **Office** - select and click on appropriate office
- **Case Type** - select and click on **bk** for bankruptcy, **ap** for adversary or **mp** for miscellaneous
- **Chapter** – select and click on a specific chapter
- **Trustee** – select and click on a specific trustee

*[NOTE: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press <Ctrl> button then click on each item to be included.]*

- **Date Type** – select and click down arrow to right of field for date type of cases to be displayed, **Filed Date**, **Entered Date**, **Discharged Date**, **Dismissed Date**, **Closed Date**, or **Converted Date**
- **From** – click in box and type in a start and end date for the report to display.

- **Open Cases** – click on box to deselect open cases, if applicable
- **Closed Cases** – click on box to select closed cases, if applicable
- **Party information** – click on box to have report display party information (i.e.address, social security number, tax id), if applicable
- **Sort by** – allowed three boxes in which to select criteria for the report to sort, click down arrow to right of field for list

**STEP 2** Click on **Run Report** to continue or **Clear** to reselect criteria. **Case Report** screen appears.

<div>  <span>Bankruptcy • Adversary • Query • Reports • Utilities • Logout</span>  </div>						
Cases Report for 12/13/2002 U.S. Bankruptcy Court District of Montana (Test Site)						
Case No. Related Case Info	Tr	Ch	Party Info	Judge Trustee	Dates	Other Info
<a href="#">02-60051</a>	bk	7	JOE DEBTOR		Filed: 12/05/2002	Office: Butte Asset: No Fee: Paid County: SILVER BOW
<a href="#">02-60052</a>	bk	7	DEBTOR3		Filed: 12/05/2002	Office: Butte Asset: No Fee: Paid
<a href="#">02-60053</a>	bk	7	SALLY ANN DEBTOR		Filed: 12/06/2002	Office: Butte Asset: No Fee: Paid County: SILVER BOW
<a href="#">02-60054</a>	bk	7	BROWND PUPPY		Filed: 12/10/2002	Office: Butte Asset: No Fee: Paid County: Missoula
<a href="#">02-60057</a>	bk	7	SALLY ANN DEBTOR		Filed: 12/11/2002	Office: Butte Asset: No Fee: Paid County: SILVER BOW
Total Number of Cases Reported: 5						

**STEP 3** To view case information, click on the case number hypertext link to access **Query** menu. (Proceed to **Query** section of manual for specific information on each query option.)

**STEP 4** To print report, click on **Print** button from the browser toolbar

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## Claims Register

The *Claims Register* Report displays claims filed for a specific case.

**STEP 1** Select **Reports** from the Main Menu, click on **Claims Register Report** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]*

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Claims Register**

Case number

Creditor type  Creditor number

Creditor name

Claim number  to

☒ Filed  to

☐ Entered

Sort by

Selection Criteria includes:

- **Case Number** – click in box and type a specific case number
- **Office** – leave blank as report will run using case number
- **Creditor Type** – leave blank *(Note: All creditors uploaded to case as Creditor.)*
- **Creditor number** – leave blank to bring up all creditors who have filed a claim or click in box and type a specific creditor number
- **Creditor name** – leave blank to display all creditors having filed a claim or click in box and type a specific creditor name *(Note: You do not have to enter creditor's entire name, the system will search first letter of creditor's name, i.e. I will display Internal Revenue Service or IRS. If you type the entire name, only exact matches will be displayed. Leaving the field blank will provide the most thorough search.)*
- **Claims number** – leave blank to display all claims that fall within other search criteria or click in boxes and type specific claim numbers
- To display register using the filing date, click on radio button **Filed**
- To display register using the entered date, click on radio button **Entered**
- Enter a specific date range or leave blank to display all claims filed in case
- **Sorted By** – allowed two boxes in which to select the criteria for the report to display, click down arrow to the right of the field to display list.

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. **Claims Register** appears:

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**U.S. Bankruptcy Court, District of Montana**  
**Claims Register**

**02-12301 PAUL DAIMON SCHINKER and JENNIE ELAINE SCHINKER**  
Judge RALPH B. KIRSCHER  
Debtor Name: SCHINKER,PAUL DAIMON

<b>Claim No:</b> <a href="#">15</a>	<b>Creditor Name:</b> GLENN RAINES c/o Gregory Paul Johnson 404 North 31st Street BILLINGS, MT 59101	<b>Last Date to File Claims:</b> 12/23/2002 <b>Last Date to File (Court):</b> 02/03/2003 <b>Filing Status:</b> <b>Docket Status:</b> <b>Late:</b> N
<b>Claim Date:</b> 12/06/2002	<b>Amends Claim No:</b> <b>Amended By Claim No:</b>	<b>Duplicates Claim No:</b> <b>Duplicated By Claim No:</b>
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>
<b>Priority</b>	\$20750.00	
<b>Total</b>	<b>\$20750.00</b>	

**Description:**  
**Remarks:** OVERPAYMENT OF MAINTENANCE OBLIGATION

**Claims Register Summary**

**Case Name:** PAUL DAIMON SCHINKER and JENNIE ELAINE SCHINKER  
**Case Number:** 2002-12301-REK  
**Chapter:** 13  
**Date Filed:** 08/05/2002  
**Total Number Of Claims:** 1

	<b>Total Amount Claimed</b>	<b>Total Amount Allowed</b>
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**STEP 3** To print register, click on **Print** button from the browser toolbar.

**STEP 4** To view a claim, click on Claim number hypertext link.  
Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

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## Docket Report

The *Docket Report* allows user to view and print a listing of all events docketed to a specific case.

**STEP 1** Select **Reports** from the Main Menu, click on **Docket Report** hypertext link from Reports menu.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]*

The Selection Criteria screen appears:

- **Case number** – click in box and type a specific case number
- **Filed** – click on radio button to sort docket text using the Filing date
- **Entered** – click on radio button to sort docket text using the Entered date  
After selecting date type to be displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in box and enter a specific start and end date range
- **Documents** – leave blank to display all documents or enter a beginning and ending number range for docket to display
- **Include terminated parties** – click in box to have docket display terminated parties
- **Include links to Notice of Electronic Filing** – click in box to allow access to notice of electronic filing for certain documents (*Note: The Notice of Electronic Filing will reflect those parties who are receiving electronic notification in the case.*)
- **Sort by** – click down arrow to right of box to select how the docket is to be sorted

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. The **Case Docket Sheet** screen appears:

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**U.S. Bankruptcy Court  
U.S. Bankruptcy Court, District of Montana (Butte)  
Bankruptcy Petition #: 02-12301**

*Assigned to:* RALPH B. KIRSCHER  
Chapter 13  
Previous chapter 13  
Voluntary  
Asset

*Date Filed:* 08/05/2002

**PAUL DAIMON SCHINKER**  
821 BURLINGTON AVENUE  
BILLINGS, MT 59101  
SSN: 517-74-9850  
**Debtor**

**JOANNE M. BRIESE**  
P.O. BOX 21328  
BILLINGS, MT 59104  
406 256-5029  
Email: JBriese106@aol.com  
represented by

**JENNIE ELAINE SCHINKER**  
821 BURLINGTON AVENUE  
BILLINGS, MT 59101  
SSN: 517-74-0110  
**Joint Debtor**

**JOANNE M. BRIESE**  
represented by (See above for address)

**ROBERT G. DRUMMOND**  
P.O. BOX 1829  
GREAT FALLS, MT 59403  
406 761-8600  
**Trustee**

*[NOTE: Use scroll bar to the right of screen to move docket sheet up or down.]*

Filing Date	#	Docket Text
08/05/2002	<a href="#">1</a>	VOLUNTARY petition under chapter 13 [2 copies], [LMM], ORIGINAL NIBS DOCKET ENTRY #1 (Entered: 08/05/2002)
08/05/2002	<a href="#">2</a>	ORDER that schedules & statement of affairs be filed due by 08/20/02, [LMM], ORIGINAL NIBS DOCKET ENTRY #2 (Entered: 08/05/2002)
08/12/2002	<a href="#">3</a>	NOTICE of 341 meeting on 09/23/02 at 11:00 A.M. at 5TH FLOOR COURTROOM, FEDERAL BLDG., 316 NORTH 26TH STREET, BILLINGS, MT 59101, [LMM], ORIGINAL NIBS DOCKET ENTRY #3 (Entered: 08/12/2002)
08/12/2002	<a href="#">4</a>	NOTICE of Appointment of Chapter 13 Trustee Robert Drummond, [LMM], ORIGINAL NIBS DOCKET ENTRY #4 (Entered: 08/12/2002)
08/21/2002	<a href="#">5</a>	All Schedules, Statement of Financial Affairs, Statement of Intent & Summary of Schedules Filed by JENNIE ELAINE SCHINKER, PAUL DAIMON SCHINKER. (Myers, Lynn) (Entered: 08/22/2002)
08/21/2002	<a href="#">6</a>	Chapter 13 Plan dated AUGUST 20, 2002 Filed by JENNIE ELAINE SCHINKER, PAUL DAIMON SCHINKER. (Myers, Lynn) (Entered: 08/22/2002)
09/26/2002	<a href="#">7</a>	341 Meeting of Creditors Held Filed by ROBERT G. DRUMMOND. (Fortune, Cindy) (Entered: 09/26/2002)
12/04/2002	<a href="#">8</a>	Motion to Amend Schedule(s). F. Receipt Number PAID, Fee Amount \$20. Filed by JENNIE ELAINE SCHINKER, PAUL DAIMON SCHINKER. (Schein, Kathy) (Entered: 12/04/2002)
12/04/2002	<a href="#">9</a>	Order Granting Motion To Amend Schedules to Add Creditor(s) (Related Doc # <a href="#">8</a> ) Signed on 12/4/2002. (Attachments: # <a href="#">1</a> CERTIFICATE OF MAILING) (Schein, Kathy) (Entered: 12/04/2002)

**STEP 3** To **print** docket, click on the **Print** button from the browser toolbar.

**STEP 4** To **view a specific document**, click on the docket number hypertext link. Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

**STEP 5** To view **Notice of Electronic Filing**, click on sliver bullet next to docket number hypertext link.

- ◆ Click appropriate radio button to Select Receipt Type
- ◆ Click **Display Receipt** to continue or **Clear** to reselect receipt type

**STEP 6** Notice of Electronic Filing screen appears

- To print, click **Print** button from browser toolbar

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## Calendar Events

The *Calendar Events* Report displays a report of events scheduled for the date, time period, etc. selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

**STEP 1** Select **Reports** from the Main Menu, click on **Calendar Events** hypertext link from the Reports menu. Selection Criteria screen appears and allows user to specify what information is to be included on the report.

The screenshot shows the 'Calendar Events' selection criteria screen. At the top is a blue navigation bar with the ECF logo and links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has a light blue background. It includes a 'Case number' text box, a 'Judge' dropdown menu (showing HAGAN, ALFRED C. and KIRSCHER, RALPH B.), an 'Office' dropdown menu (showing Butte (2)), and a 'Chapter' dropdown menu (showing 7 and 9). Below these are 'Calendar events' dropdown menus (showing All Hearings, All Appointments, and 2004 Examination) and a 'Date' text box (showing 12/13/2002). There are radio buttons for 'Both', 'AM', and 'PM' under the date, and another set of radio buttons for 'AM' and 'PM' under a 'Time' text box. An 'Event subset' dropdown menu is also present. At the bottom, there are buttons for 'Run Report' and 'Clear', and a link for 'Select a Previously Created Report'.



Selection Criteria fields include:

- **Case Number** – click in box and type a specific case number (include dash)
- **Office** – select and click on an appropriate divisional office, to select two or more, press down <Ctrl> key, then click on selection(s)
- **Calendar Events** - click to select a specific hearing event, to select two or more, press down <Ctrl> key, then click on selection(s).
- **Set** – click in box and enter a beginning and ending date for report to display
- Click appropriate radio button to select generic time period for display - **Both**, **AM**, or **PM**, if searching for a specific time, leave unselected
- **Time** - click in dialog box and type a specific time of hearing (include colon) or leave blank if using radio button select above
- If searching on a specific time, click radio button to select **AM** or **PM**.
- **Sort** - click on the right of the field and select appropriate sort option.

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. **Calendar Events** report Screen appears:

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

U.S. Bankruptcy Court  
U.S. Bankruptcy Court, District of Montana  
Calendar Events Set For 12/13/2002

09:00 AM

[02-60470-RBK R KENT HEILESON](#) Chapter: 13  
GREGORY E. PASKELL representing R KENT HEILESON (Debtor)  
ROBERT G. DRUMMOND (Trustee)  
(no aty) representing NEAL G. JENSEN (U.S. Trustee)  
• Trustee's Notice of Oral Continuance of 341 Meeting Filed by ROBERT G. DRUMMOND. 341(a) meeting to be held on 12/13/2002 at 09:00 AM at 341 KALISPELL.

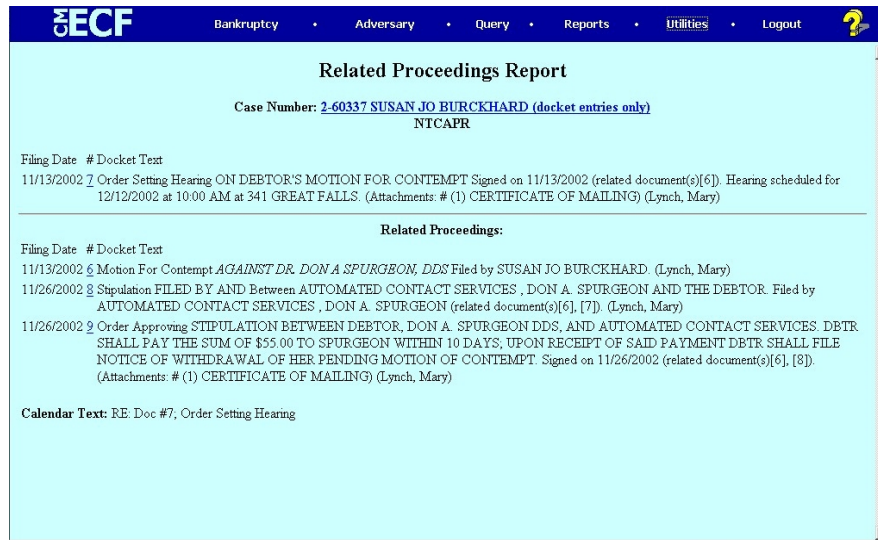
[02-60827-RBK BRADLEY S PARKER](#) Chapter: 13  
GREGORY E. PASKELL representing BRADLEY S PARKER (Debtor)  
ROBERT G. DRUMMOND (Trustee)  
(no aty) representing NEAL G. JENSEN (U.S. Trustee)  
• 341 Meeting of Creditors. 341(a) meeting to be held on 12/13/2002 at 09:00 AM at 341 KALISPELL. Proofs of Claims due by 3/13/2003.

[02-60875-RBK ALISA J SETTERA and MARCUS J SETTERA](#) Chapter: 13  
GREGORY E. PASKELL representing ALISA J SETTERA (Debtor)  
GREGORY E. PASKELL representing MARCUS J SETTERA (Joint Debtor)  
ROBERT G. DRUMMOND (Trustee)  
(no aty) representing NEAL G. JENSEN (U.S. Trustee)  
• 341 Meeting of Creditors. 341(a) meeting to be held on 12/13/2002 at 09:00 AM at 341 KALISPELL. Proofs of Claims due by 3/13/2003.

11:00 AM

**STEP 3** To print report, click on **Print** button from browser toolbar

**STEP 4** To see related entries, click on silver bullet next to hearing description. Related Proceedings Report appears.



**STEP 5** To view documents from **Related Proceedings Report**, click on document number hypertext link.

◆ PACER Login screen will appear if you are not already logged into PACER.

● Enter PACER login, password and a client code

◆ If already logged into PACER, proceed to Step 6

**STEP 6** Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

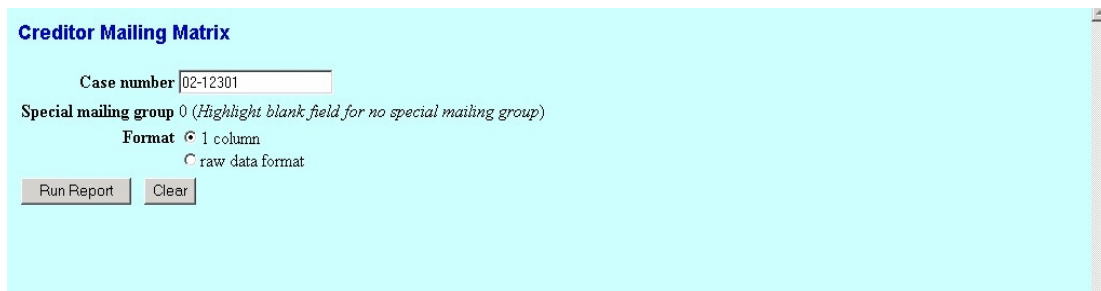
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## Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

**STEP 1** Select **Reports** from the Main Menu, click on **Creditor Mailing Matrix** hypertext link from Reports menu. Selection Criteria screen appears.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]*



The screenshot shows a web form titled "Creditor Mailing Matrix". It contains the following fields and controls:

- Case number**: A text input field containing "02-12301".
- Special mailing group**: A dropdown menu with "0" selected. A tooltip text "(Highlight blank field for no special mailing group)" is visible.
- Format**: Two radio buttons. The first is labeled "1 column" and is selected. The second is labeled "raw data format".
- Buttons**: Two buttons at the bottom, "Run Report" and "Clear".

- Enter case number
- Click to select appropriate **Format** radio button
- Click **Run Report** or **Clear** to reset search criteria

**STEP 2** **Search Results** screen appears listing creditors for case specified

**STEP 3** To print, click on Print button from browser toolbar